

Power LogOn[®]

Manager

ISC West Demo Version

Getting Started



Powered by
Smartcard
Technology[®]

Access Smart[™]
raising security to the power of smart

www.access-smart.com

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Recommendations

Access Smart recommends that you keep a written backup copy of your computer/network logon User Name, Password and Domain, and the Power LogOn back-up data file and password in a secure location like a safe or locked file cabinet. This information will assist you in regaining access to your computer in case of an emergency or if your card is ever lost, stolen or damaged. Power LogOn allows authorized users access to the Print Backup feature.

WHEN USING POWER LOGON, YOU HAVE SOLE RESPONSIBILITY FOR YOUR PIN AND PUK AND YOU MUST BE VERY CAREFUL NOT TO LOSE OR DISCLOSE YOUR PIN OR PUK. BECAUSE OF THE SENSITIVE NATURE OF THE INFORMATION WHICH IS STORED ON YOUR CARD, IT WOULD BE A BREACH OF SECURITY FOR ACCESS SMART TO RESET YOUR CARD PIN SO THAT YOU COULD CHOOSE A NEW PIN. IF YOU ENTER THE PIN WRONG 6 TIMES, IT WILL DISABLE THE CARD. HOWEVER, YOU CAN RESET THE CARD USING YOUR PUK. IF YOU ENTER YOUR PUK WRONG 6 TIMES, YOU WILL PERMANENTLY DESTROY THE CARD.

Frequently backup your card's data so you can easily recreate your card if it is ever lost, stolen or damaged. Contact Access Smart at **info@access-smart.com** if you need a replacement card.

Disclaimers

SECURITY DISCLAIMER

Power LogOn conveniently manages the security of your passwords. The security of your files, documents and web sites are dependent upon how you manage your passwords, the strength of your passwords and who has access to your passwords. Therefore, Access Smart will not be responsible for any losses or damages that may result from the use of the Power LogOn product.

WARNING!

POWER LOGON IS NOT INTENDED FOR AND SHOULD NOT BE USED WITH ANY MACHINE OR DEVICE WHICH IS ESSENTIAL TO HUMAN LIFE OR HEALTH. ACCESS SMART WILL NOT BE RESPONSIBLE FOR ANY DEATH, INJURY, LOSS, OR DAMAGE RESULTING FROM THE USE OF THE POWER LOGON PRODUCT OR THE FAILURE OF THE POWER LOGON PRODUCT TO OPERATE. USE OF THIS PRODUCT WITH ANY SUCH MACHINE OR DEVICE IS SOLELY AT USER'S RISK AND THE USER ASSUMES THE RISK OF ANY DEATH, INJURY, LOSS, OR DAMAGE THAT MAY RESULT, DIRECTLY OR INDIRECTLY, FROM SUCH USE.

To protect against risk of fire, bodily injury, electric shock or damage to the equipment::

- Do not immerse any part of this product in water or other liquid.
- Do not spray liquid on this product or allow excess liquid to drip inside.
- Do not use this product with any equipment that has sustained damage, such as a damaged cord or plug.
- Disconnect this product before cleaning.

ABOUT YOUR RIGHTS AND OBLIGATIONS

The software with this product is licensed, not sold. You must either agree to the license contract in the Software Setup screen or promptly return the Power LogOn reader, software and cards for a refund, excluding the return costs. After you install the software, you may consult the License Agreement and the Limited Warranty for the product at any time by looking in the "Legal Information" section of the on-screen Help file installed with the software. You may also print a copy

for your records.

The software license resides on the card and not in the Power LogOn Manager Application. Copies of the Power LogOn Manager can be loaded on an unlimited number of computers. Only licensed cards will work with the Power LogOn Manager Application.

REGULATORY INFORMATION

Tested to comply with FCC Standards for office or home use. Not intended for use in machinery, medical or industrial applications that are essential to human life or health. Any changes or modifications not expressly approved by Access Smart could void the user's authority to operate this device.

This product is for use with NRTL Listed (UL, CSA, ETL, etc.), and/or IEC/EN 60950 compliant (CE marked) Information Technology equipment. No serviceable parts are included.

This device is rated as a commercial product for operation at a temperature of +41°F (+5°C) to +95°F (+35°C).

This Class B digital apparatus complies with Part 15 of the U.S. Federal Communications Commission (FCC) rules, Canadian ICES-003 and RSS-210. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

This product has been evaluated to comply with International Standard IEC 60825-1:1993/A2:2001.

This product uses LEDs that are inherently Class 1.

Product Disposal Information

Dispose of this product in accordance with Local and National Disposal Regulations.

Product Information and Software Updates

For general product information or to purchase additional products and software updates, go to the Access Smart Web site at: **www.access-smart.com**

Power LogOn Manager

With Power LogOn Manager, you will never need to type or remember a password again. Capable of storing up to 100 different accounts on a single smartcard, Power LogOn Manager is the most convenient, secure and portable way to guard all of your user names, passwords – and even credit card information for safe eCommerce transactions. With two clicks of a mouse, it can assign, store and enter complex passwords, immediately logging the user in to a Windows based computer network, Internet site or data file.

DesignPro 5.x Limited Edition

DesignPro 5.x is a software program used to create and print customized, professional looking graphics onto Avery products like the Avery 2992 Photo ID labels. The template for the 2992 labels is included in the Power LogOn directory. With DesignPro you can personalize your Power LogOn card in minutes!

SafeHouse (Demo version include, full version in Privacy Suite or purchase separately)

SafeHouse, by PC Dynamics, provides transparent “on-the-fly” encryption for your notebook or desktop personal computer. When you use SafeHouse, you can allocate portions of your existing hard drive to be reserved for encrypted data. SafeHouse encrypted volumes appear on your PC as another Windows drive letter. You can do anything with a SafeHouse virtual drive that you can do with a normal hard drive; only with SafeHouse, the encrypted volumes require password authentication before the files become accessible. Power LogOn stores the secure passwords for convenient access to your data.

WordSecure® - Encrypted Email thru Secure Messaging (included in Privacy Suite or purchase separately)

With WordSecure, you, your organization, clients, doctors, patients, customers and vendors can send / receive secure encrypted messages and documents attachments quickly and effortlessly through the internet. This powerful encrypting program ensures security both to the sender and receiver of documents, with no special software or configuration experience required.

Pre-Installation Checklist

Before installing the Power LogOn Manager software, complete all of the following steps that are applicable to your installation.

Windows Vista and Windows 7 Installation

De-activate User Account Control (UAC) setting

If you are installing Administrator or Manager on a Windows Vista or Windows 7 machine, you must ensure that User Account Control (UAC) under Control Panel > User Accounts is unchecked in order to install or uninstall the Power LogOn software.

To Deactivate UAC:

- Click **"Start"**
- Click **"Control Panel"**
- Click **"User Accounts and Family Safety"**
- Click **"User Accounts"**
- Vista: Click **"Turn User Account Control on or off"**
Windows 7: Click **"Change User Account Control setting"**
- Vista: If the box **"Use Users Account (UAC) to help protect your computer"** is checked, then click the box to uncheck.
Windows 7: Slide lever to **"Never notify"**.
- Click **"OK"**
- Reboot computer for these changes to take effect

After installing Power LogOn Manager you can keep the UAC turned off. However if you want to re-activate the UAC, simply repeat the above process but click the **"Use Users Account (UAC) to help protect your computer"** box to add the check mark, move the slider back up. Click **"OK"** and reboot.

All Installations

It is strongly recommended that you temporarily turn off any antivirus software before installing.

Installing Software

UPGRADING TO POWER LOGON MANAGER 5.x FROM EARLIER VERSION

If this is your first time installing Power LogOn, you can skip this section.

Because Power LogOn 5.x has some major changes, any older versions of Power LogOn must first be removed from your computer. Power LogOn Manager saves all your passwords on the smartcard and not on your computer. So removing the Power LogOn application does not affect any of your stored smartcard data.

Note: Upgrading does not require you to uninstall SafeHouse.

1. Open Power LogOn Manager.
2. Select "**S**ettings" from the menu bar and click "**L**ogon to Windows ..."
3. You may need to click onto the "**C**hange" button to remind yourself of your computer's User Name, Password and Domain Name since these will be required during the re-boot process. Write the information down if necessary.
4. Un-check the "**U**se card to logon to Windows XP, Vista, 2000, 2003" box.
5. Click the "**O**K" button.
6. Exit Power LogOn Manager.
7. Reboot and logon onto your computer.
8. Start the uninstall process by clicking "**S**tart - **C**ontrol Panel - **A**dd/Remove **P**rograms" options.
9. Individually select the following applications and click Remove.
 - a. "**S**phinx or **P**ower **L**ogon **M**anager" all occurrences of the logon application.
10. Reboot your computer to remove any program information in the computer's cache.

IUPGRADING TO POWER LOGON MANAGER 5.x (cont.)

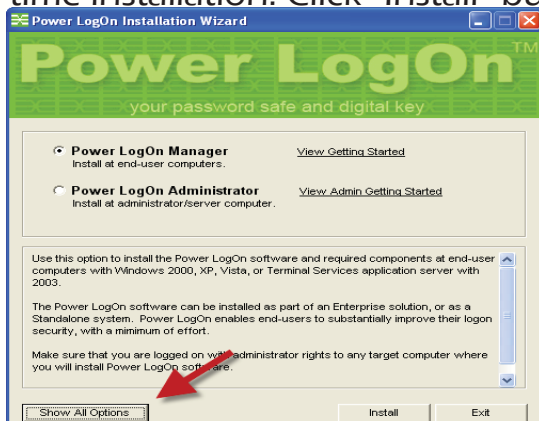
Since you are upgrading Power LogOn you don't need to go through the entire installation process. Instead you need to only install those components you want.

It is strongly recommended that you temporarily turn off any antivirus software before installing.

NOTE: Windows may show an “**Open File - Security Warning**” stating that the publisher could not be verified. Please click the “**Run**” button

Assuming you had configured your computer with a reader, SafeHouse and DesignPro with your earlier version of Power LogOn all you need to install is the new version of Power LogOn.

1. Insert the CD into your drive and the installation will start up automatically. If not, click on CD drive (usually D:) and double-click on “InstallationOptions.exe”.
2. Select “**Show all Options**” found in the lower left corner of the screen. for first time installation. Click “Install” button.



3. Select “**Install Power LogOn software**”. And follow the screen instructions.
4. After the program is loaded, click “**Close**” and then “**Exit**”.

FIRST TIME INSTALLATION OF POWER LOGON

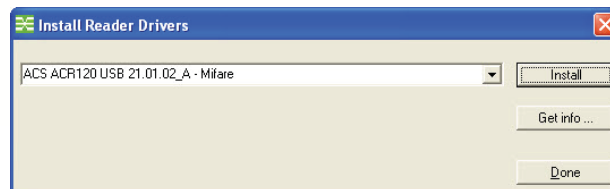
It is strongly recommended that you temporarily turn off any antivirus software before installing.

Four different software programs will be installed: Card reader drivers, Power LogOn Manager, Avery DesignPro 5.x and SafeHouse.

1. Insert the CD into your drive and the installation will start up automatically. If not, click on CD drive (usually D:) and double-click on "InstallationOptions.exe".
2. Select "**Power LogOn Manager**" for first time installation. Click "Install" button.



3. Select the reader(s) based upon the reader(s) you have purchased. See section "**Reader Drivers**" to match your reader .



4. Click the "**Install**" button. Follow the remaining screen instructions. After the drivers are loaded, click "**Finish**" and then "**Done**".
5. To continue to install Power LogOn you must have logged into your computer as an administrator. If you are using Vista or Windows 7 you must ensure that User Account Control (UAC) is unchecked (See Pre-Installation Checklist section above). Click "**OK**" to proceed.

AVERY DESIGNPRO – INITIAL SETUP

1. The Avery DesignPro software will automatically start loading. If you don't want the **Ask** toolbar, uncheck all the boxes and click "**Next >**".
2. Follow the screen installation instructions.
3. Install the "Typical" configuration setup
4. After DesignPro is finished installing it will be time to start Power LogOn.

POWER LOGON – START UP

1. Connect your smartcard reader to your computer. Go to the section "**Installing Smartcard Readers**" if you need any assistance.
2. Power LogOn will ask if you want to start up Power LogOn. Click "**Yes**". See Section "**Getting Started - Initial Setup**" if you need more details.
3. **Power LogOn Card and Reader Configuration** screen will appear. In most cases the readers and chip types will be pre-set by Access Smart. Click "**OK**".

Typical configuration (See Section "**Reader Drivers**" if you need to determine your reader):

Reader Types: **PC/SC reader with contact or dual interface smart cards.**

Device: **SCM or Omnikey depending on the reader included**

Select card type: **Atmel CryptoMemory, no PKI middleware;**

Enable selectable operating modes: **On card set to Default Mode.**

NOTE: If you don't see your reader listed then you probably connected the reader to the computer after this program started. Simply click "**Cancel**" and then restart Power LogOn by finding our green icon on your Window's Desktop. Double click the icon and you will see the card and reader configuration screen.

4. Insert your smartcard into the reader (See the section "**Inserting Smartcard into Readers**" if you have any problems). Type in the default card PIN (12345) and click **Ok** to logon. Don't bother changing PIN or PUK at this time.
5. If everything worked, then you need to restart the computer before SafeHouse can be installed.
6. SafeHouse installation will begin automatically after re-boot.

SAFEHOUSE – INITIAL SETUP

1. If you have not already done so since the original installation of Power LogOn, you will need to restart your computer for SafeHouse to be available.
2. SafeHouse Personal Edition will automatically start to install. Select the “**Next >**” button to begin. Accept the License Agreement by clicking the box and then click “**Next >**”
3. Power LogOn Manager does not include a SafeHouse Activation Key unless you purchased it separately or purchased the Privacy Suite. Select the “**I have a SafeHouse activation key**” if you have purchased a SafeHouse license and



type in the key found on the back of this manual in the appropriate screen boxes. Select the “**Please install the SafeHouse FREE TRIAL software**” and click “**Next >**” if you would like to demo SafeHouse before purchase.

4. Follow the screen instructions.
5. Click the “**Create SafeHouse Privacy Area...**” button to start setting up your secure storage area. “**Name of Private Storage Area**” window.
 - 1) **Folder:** Use the default setting of “c:\SafeHouse\ ” or click the folder button to the right of the field to define another storage device.
 - 2) **Filename:** The default is “SafeHouse.sdk” but you can rename the file.
 - 3) **Description:** A brief text description. Default is “Private Files”
 - 4) Click “**Next >**”.
6. “**Size of your Private Storage Area**” window. Set up according to the drive’s volume size and how much you want to secure. See the “Space Available” display to help determine your memory. Click “**Next >**”.

7. **“Choose a Volume Password”** to secure the drive window. The strength of the password is shown. Length, mix of characters, numbers, upper case, lower case and special characters determines the strength. Because this password will be stored on Power LogOn Manager you don’t have to worry about remembering or typing it. Click **“Next >”**.
8. **“Store Password on Smartcard”** will now link SafeHouse security with Power LogOn. Place a check mark in the box. Note: If this screen does not appear it is probably because Power LogOn is not running in the background. You can look for the green icon in the system tray and if it is not there then click the green Power LogOn icon on the desktop to launch.
9. **“Create SafeHouse Volume”** window. Review all the settings. Use the **“< Back”** button to make changes. Otherwise, click **“Create Volume”** button.
10. If Power LogOn has been idle for a while you may need re-enter your PIN first. After successful volume has been created, a message will pop up stating that “Your smartcard has been updated to include this volume”. Click **“OK”**. Click **“Finish”**. Close the “SafeHouse Tools and Options” window.

Additional information, videos and manuals describing more detailed SafeHouse features and functionalities can be found by going back to **“Tools and Options”** using the system tray icon, or going to **“All Programs”** and clicking the User Manual located in the **“SafeHouse Utilities”** folder.

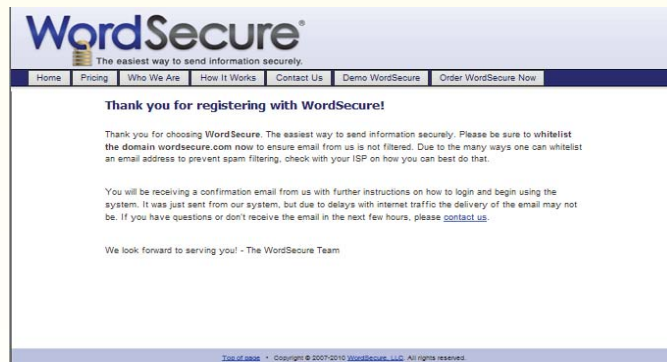
11. When the Install Shield Wizard Completed screen appears, click **“Finish”**.

WordSecure – INITIAL SETUP (Part of Privacy Suite or Purchase Separately)

1. Open up your IE browser
2. Go to **<https://wordsecure.com/as.html>** to access the sign-up form.



The image shows the WordSecure Power LogOn Privacy Suite Signup form. It includes a header with the WordSecure logo and navigation links. The form fields are: License Key (with a note about dashes), Email, First Name, Last Name, Organization Name, Title, Address 1, Address 2, City, State (a dropdown menu), Zip Code, and Phone (with an extension field). Below these is a section for contact information for the person administering the system, including Administrator Email and Administrator Phone. At the bottom, there are checkboxes for 'I agree to the terms - Sign me up!' and 'I do not agree to the terms', along with a small note about IP address and a disclaimer.



3. Type in the Activation Key found on the back of this document.
4. Fill in the rest of the required information
5. Click **“I agree to the terms - Sign me up!”** button.
6. An email will be sent from sysmon@wordsecure.com containing your account authentication information and initial password. Be sure to whitelist “wordsecure.com” to ensure emails come through without being filtered. If you don’t receive this initial email, check your junk mail in case it got diverted.
7. After Power LogOn has been installed and is running, click the WordSecure link in the email and typing in the user name and password, Power LogOn will ask if you wish to save to the card. By clicking the **OK** button your smartcard will be programmed.
8. The complete WordSecure User and Administrator Manuals can be found on the Power LogOn CD-ROM by looking into the **Documentation / Manuals** folder. The latest versions of these documents are under the Administration tab when you login to WordSecure.
9. If you have any questions, please call WordSecure at 1-877-878-6798 ext 701.

Installing Smartcard Readers

USB Reader:



All four of these readers can plug into any USB 2.0 port on desktop, laptop, netbook or docking station. Power LogOn and Windows can detect these readers to make interfacing easy.

PCMCIA or ExpressCard Readers:



These readers fit inside the I/O port found on most notebook computers. The PCMCIA is found in many of the older notebook computers and is being replaced by the faster ExpressCard interface. These two readers are not interchangeable so you need to know which slot type is in your computer.

To install, place the reader with the Access Smart label facing up and the arrow pointing toward the computer. Gently push the reader into the slot until it seats firmly.

USB Token Readers:



The USB Token and SIM card combine into a single reader and smartcard device. Once the SIM card has been installed, it typically does not have to be removed.

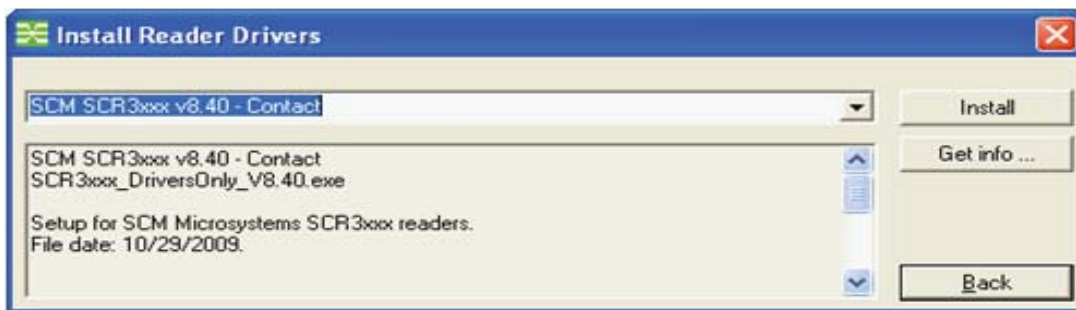
1. Remove the SIM module from the card body by carefully pushing on the end furthest from the gold module.
2. Position the Token Reader lengthwise in front of you so that the green logo is facing up and the blue end is toward the right.
3. Position the SIM module with the gold chip facing down and the notch located to the upper right corner.
4. Flip open the SIM cover on the backend of the reader.
5. Slide the SIM module into the SIM cavity and close the cover.

Reader Drivers:



SCM SC3500

Reader driver installation requires the selection of the reader by clicking the down arrow. Select “**SCM SCR3xxx v8.40 - Contact**” for this demo. Click **Install**



When driver installation is finished, Click “**Back**”.

Follow the remaining screen instructions

Inserting Smartcard into Readers



USB Reader:

With the Access Smart label facing toward you, hold the smartcard with the gold module side facing toward you and the arrow pointing down into the reader. Insert the smartcard into the reader until it stops. You can tell if the reader is reading the card because the reader's green LED light momentarily lights when the card is correctly seated.



PCMCIA or ExpressCard Readers:

With the reader installed in the computer, hold the smartcard with the gold module facing up and the arrow pointing into the computer. Gently insert the card into the reader's slot just above the reader's plastic tab until it stops.



USB Ergonomic Slim or Horizontal Readers:

With the reader connected to a USB port hold the smartcard with the gold module facing up and the arrow pointing into the reader until it stops.



USB Token Readers:

The USB Token and SIM card combine into a single reader and smartcard device. Once the SIM card has been installed, it typically does not have to be removed.

1. Remove the SIM module from the card body by carefully pushing on the end furthest from the gold module.
2. Position the Token Reader lengthwise in front of you so that the green logo is facing up and the blue end is toward the right.
3. Position the SIM module with the gold chip facing down and the notch located to the upper right corner.
4. Flip open the SIM cover on the backend of the reader.
5. Slide the SIM module into the SIM cavity and close the cover.

Getting Started – Initial Setup

POWER LOGON MANAGER

1. Check that your smartcard readers are installed.
2. Open the Power LogOn Manager program by going to Start – All Programs – Power LogOn – Power LogOn. Or, double-click the Power LogOn icon on your desktop.

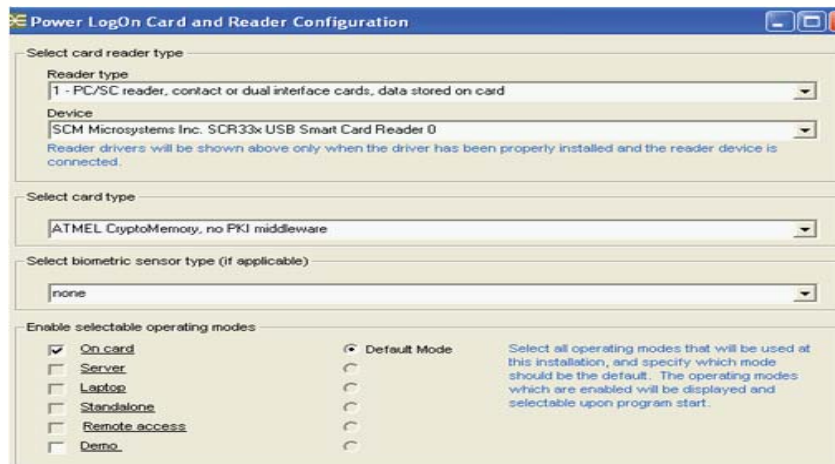


3. For first time use, the “Power LogOn Card and Reader Configuration” screen will appear.

The settings for Power LogOn are:

- a. “1 - PC/SC reader with contact or dual interface smart cards”;
- b. Device “SCM Microsystems Inc. SCR335 USB Smart Card Reader 0”
- c. “ATMEL CryptoMemory, no PKI middleware”
- d. Biometric “None”

Click the **OK** button.



4. If you have not yet inserted your card into the reader, you will see a “Power LogOn Authentication” screen asking you to “Please insert smartcard into reader.” Insert your card



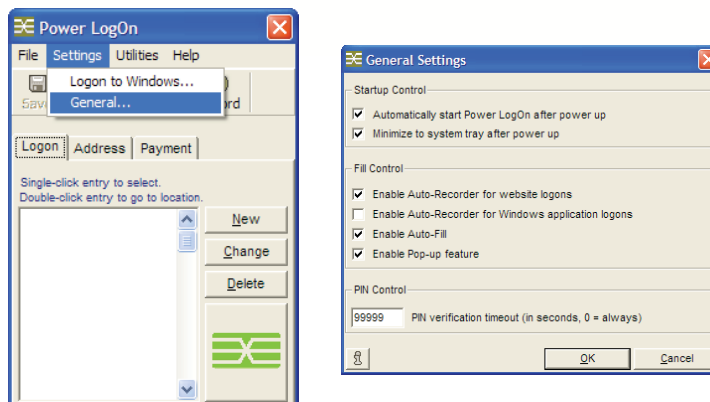
CAUTION: Do not remove the card from the card reader until you are prompted by the program that it is safe to remove your card. Removing the card when the program is reading from or writing to the card can result in the loss of the data which is stored on the card.

5. After inserting your card, in about 5 seconds, you will be asked to enter your card's PIN.



First time users, enter the default PIN “**12345**”. Click “**OK**”.

6. Next screen: “Default PIN in use! Do you want to change your PIN now?” Click “**Yes**” and follow instructions to change your PIN. Enter default PIN “12345”, then a new PIN of your choice. Once completed, click OK. If you click “Later” then you will be asked again when you use the card next.
7. Next screen: “Default PUK in use! Default PUK (Personal Unlock Key) in use. Do you want to change PUK now?” Click “**Yes**”. Enter default PUK, which is “**12345**”, then new PUK of your choice. Click “**OK**”.
8. The Power LogOn screen appears. From Menu click on “**Settings, General...**”



9. Select all General Setting boxes except “Auto-Recorder for Windows application logons” box. Under PIN Control, set your PIN verification timeout to the number of idle seconds (from 0 to 99999) you want to pass before re-entering your PIN.
10. Click “**OK**”, then “**Yes**” to save the data.
11. **Restart your computer now.**

LOG ONTO COMPUTER OR NETWORK

1. If your computer does not require a password, then you can skip this step.
2. After restarting your computer, Power LogOn will ask you for your card’s PIN during the boot up process. Enter your PIN and press Enter key.
3. The “Enter LogOn to Windows Information” screen will pop up. Enter the requested information. If your computer is not connected to a domain, then leave this blank.
4. The data will automatically be stored to the smartcard and will then log you into your computer. All future logons will be done automatically after the smartcard’s PIN has been entered.
5. If you don’t have your card or wish to logon to your computer without it, click the “**Cancel**” button and follow the logon procedures.

Defining Strong Passwords

The protection of an Internet site or confidential document depends upon its passwords. Strong passwords are created using 1) Length – the total number of characters that make up a password; 2) Character Types - upper and lower case letters, numbers and symbols; and 3) Randomness – the sequence of characters

Examples:

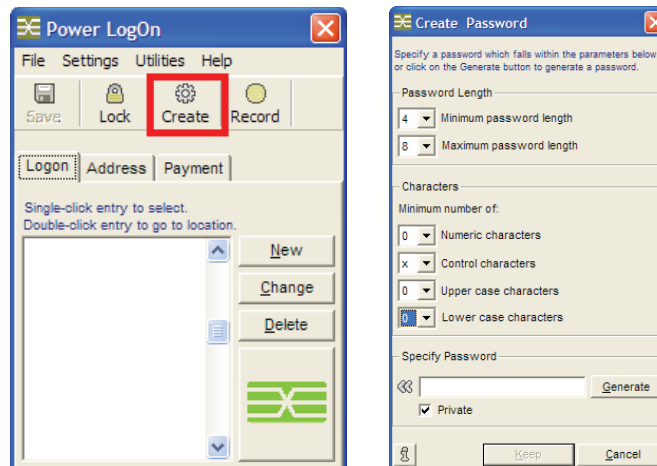
Weak password: john2006

Strong password: D%4@*bHx\$jw#g

Power LogOn includes a random character password generator to assist you in creating strong, complex passwords. Click the “Create” tool button to launch the password generator application. Determine the parameters required for the password and then click the “Generate” button (Figure 8).

Note: By un-clicking the “Private” option, you can see the generated password. Each time you click “Generate” a new random password is created.

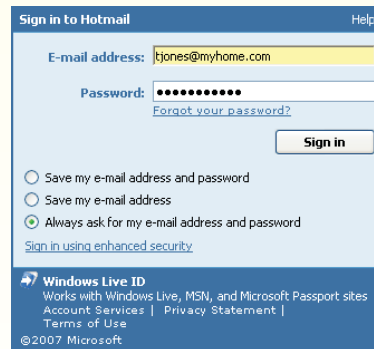
When you are pleased with your created password, click “Keep” so it can be added to the other fields.



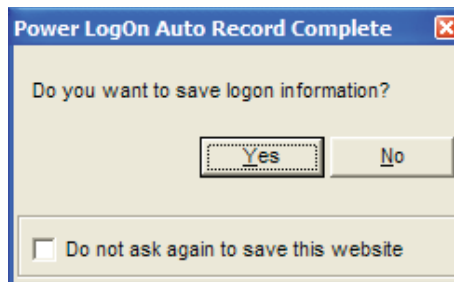
Web Site Logon

STORING SITE USING MICROSOFT'S INTERNET EXPLORER

1. Open a website that you routinely log on to.
2. **For this example we are using Microsoft's Hotmail.**
Login as you normally do by typing your User Name (email address for this example) and Password.

A screenshot of the 'Sign in to Hotmail' web form. It features a blue header with the title 'Sign in to Hotmail' and a 'Help' link. Below the header, there are two input fields: 'E-mail address:' containing 'tjones@myhome.com' and 'Password:' with masked characters. A 'Forgot your password?' link is positioned below the password field. A 'Sign in' button is located to the right of the password field. Underneath the input fields, there are three radio button options: 'Save my e-mail address and password', 'Save my e-mail address', and 'Always ask for my e-mail address and password' (which is selected). A link for 'Sign in using enhanced security' is also present. At the bottom, there is a 'Windows Live ID' section with text about compatibility with Windows Live, MSN, and Microsoft Passport sites, along with links for 'Account Services', 'Privacy Statement', and 'Terms of Use'. The copyright notice '©2007 Microsoft' is at the very bottom.

3. After you click the **"Sign In"** or **"Submit"** button, Power LogOn Manager will automatically ask if you want to save the logon information. Click **"Yes"**.
4. The "Logon Information: Recorded Entry" screen will pop up showing Name of the Web Site, Web Address, User Name, Password,



and Fill Method.

NOTE: You may want to change the name of website entry to something you will recognize ("Hotmail" used in this example), and you may want to change the Fill Method to "Auto-Fill and Submit". When finished click the **"OK"**

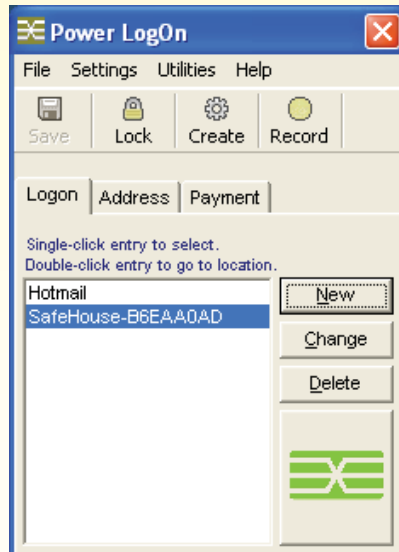
Congratulations. You now have your first saved entry which will enable you to log on effortlessly with your new Power LogOn smartcard!

LAUNCHING SITE USING MICROSOFT'S INTERNET EXPLORER

1. To launch a site, bring up the Power LogOn Manager by double clicking on the Power LogOn icon in the system tray (lower right corner of your monitor).



2. Double-click on the entry ("Hotmail" – for this example) and watch yourself get logged in without typing anything.
3. It is recommended you periodically backup your card's data by going to the Utilities menu, selecting Backup/Restore, and clicking the Backup tab. More information on this feature can be found in the **Power LogOn Manager User's Manual**.



TURNING OFF MICROSOFT'S AUTOSAVE PASSWORD FUNCTION

Once you are comfortable with Power LogOn and have all your passwords on your smartcard and backed up in a secure location, you may want to turn off the Microsoft tool that saves passwords on your hard drive and also remove any old passwords. Removing passwords from your hard drive protects you from hackers and unauthorized access.

For Internet Explorer 6.x

- Open Internet Explorer and click on the **"Tools"** menu.
- Select **"Internet Options..."** and then the **"Content"** tab.
- In the **"Personal Information"** area click on the **"AutoComplete..."** button.
- Be sure there is no check mark in the **"User names and passwords on forms"** box.
- Erase any stored passwords by clicking the **"Clear Passwords"** button.
- Click **"Ok"**.
- Click on **"Apply"** and then click on **"Ok"**.

For Internet Explorer 7.x

- Open Internet Explorer and click on the **"Tools"** menu.
- Select **"Internet Options"** and then the **"Content"** tab.
- In the "Auto Complete" area, click on the **"Settings"** button.
- Be sure there is no check mark in the "User names and passwords on forms" box.

- e. To erase any stored passwords, click the “**General**” tab. In the “Browsing history” area click the “**Delete...**” button.
- f. In the “Passwords” area, click the “**Delete passwords...**” button. Click “**Yes**”.
- g. Click on “**Close**” and then click “**Ok**”.

FOR MORE INFORMATION

Please read the **Power LogOn Manager User’s Manual** available under the Help menu to learn more about these features and options.

Internet Browser Compatibility

MICROSOFT INTERNET EXPLORER

Power LogOn was designed to be used with a number of different web browsers. Internet Explorer is the default setting.

MOZILLA FIREFOX

Click on “**Utilities**” in the menu bar, and then click on the “**Mozilla Firefox**” selection, if your installation has this feature enabled. This will toggle the Mozilla Firefox capability to “**on**”. An installation information window will pop up. Follow the instructions which states:

If this is your first time you use Firefox with Power LogOn, perform the following steps:

1. Start Mozilla Firefox
2. Select the menu item File > Open File... (or press the Ctrl+O on the keyboard). In the file section dialog, browse to the location of the file “C:\Program Files\Power LogOn\Firefox\sphinxtoolbar.xpi”
3. Select this file and click the “**Open**” button

The “Software Installation” window will appear. Select the add-on you want to install, click “**Install Now**” button, and when finished click the “**Restart Now**” button. Firefox will restart and the Power LogOn toolbar (Figure 4) will appear within the Firefox browser.

Note: There have been cases where after installing the Power LogOn Toolbar plug-in and selecting the Power LogOn Toolbar to display, there is no toolbar. Here is how you fix is problem.

1. Shut down Firefox
2. Go to Start > All Programs > Mozilla Firefox > Mozilla Firefox (Safe Mode)
3. Check the “**Reset toolbars and controls**” box
4. Click “**Make Changes and Restart**” button

Using Power LogOn in Firefox

Power LogOn must be installed and running and the card inserted into the reader.

Saving passwords from Firefox to Power LogOn

1. With Firefox running and open, enter the web site you want to go to either by typing the address into the browser bar, using your Bookmarks, web search engine, etc.
2. After your site’s logon screen appears, type in your user name and password into the appropriate field but don’t press the **Enter** key or click any submit buttons.
3. Click the “**Save Form**” button found on the Firefox’s Power LogOn Toolbar.
4. The Power LogOn’s “Logon Information: Recorded Entry” window will pop up. Review and make any changes.
5. Click the “**Ok**” button
6. The logon information has now been saved to the smartcard.

Filling passwords from Power LogOn to Firefox

1. If not already done, start Power LogOn and authenticate yourself to the smartcard.
2. With Firefox running and open, enter the web site you want to go to either by typing the address into the browser bar, using your Bookmarks, web search engine, etc.
3. After your site's logon screen appears, click the "**Fill Form**" button on the Firefox tool bar.
4. Power LogOn will automatically fill in the user name and password information.
5. Press the **Enter** key or click the submit button.

Firefox Set as the Default Browser

1. Open the Power LogOn main logon window.
2. Double click the entry to the site you want to go to.
3. Firefox will automatically launch and go to the sites logon screen.
4. With the cursor flashing in the first logon panel (typically the User Name panel), click the "Fill Form" button found on the tool bar.
5. Press the Enter key or click the submit button.

Note: To protect user from online identity theft from phishing and pharming, Power Logon compares a site's URL to that stored on the card before any logon information is sent. Some sites have URLs that change frequently so it may seem that Power LogOn is not working, were in fact it is.

If you know that you are at the correct site, you can click and drag the user name and password into the correct fields by simply right clicking the site you want to go to listed in the Power LogOn main logon window. Using the double chevrons (<<), click, hold and drag the information.

NETSCAPE

Click on “Utilities” in the menu bar, then click on the “Netscape” selection, if your installation has this feature enabled. This will toggle the Netscape capability to “on”, so that you can use the Power LogOn Password Manager with Netscape. Follow the instructions on the screen to launch the Netscape extension installer.

AOL USERS:

Power LogOn does not work with AOL if you are using it for your browser. You will need to set up your computer to default to Internet Explorer, Netscape or Firefox as your default browser. Here is how for Windows XP:

1. Click “Start” button and select “Set Program Access and Defaults”. This is also available in the control panel.
2. Expand the list under “Custom” by clicking the downward chevrons “>>” button.
3. Under “Choose a default Web Browser” click onto Internet Explorer, Netscape, or Firefox.

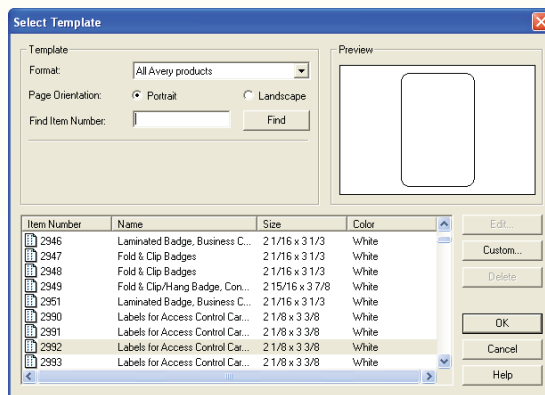
Additional Applications

AVERY® DENNISON DESIGNPRO® 5 LIMITED EDITION

1. Select: Start > All Programs > Avery Dennison > DesignPro 5 Limited Edition.
2. “Design File Author” screen: Enter your name. Click **“OK”**.
3. An update reminder screen may appear. Click **“Yes”** and follow the instructions. Or click **“No”** to move on.
4. Calibration screen: To calibrate your printer, click **“Yes”** and follow the instructions. Or, click **“No”** to move on.
5. On the main Avery Screen, select “Cancel” located in the lower right corner.



6. When DesignPro application window appears, click **File > New > Project from Scratch**. In the Select Template window scroll down and select the **2992** Item Number.



7. Adjust the Page Orientation to Portrait or Landscape, click **OK**.
By using the design tools, inserting pictures from files and adding text, you soon will have a unique label design ready for printing. Additional information about DesignPro 5 can be found under the Help menu.
8. Before printing on the 2992 labels, supplied with your Power LogOn Password Manager kit, it is best to do some sample prints using standard printer paper. Hold the 2992 label up against the sample print to check alignment.
9. Load the 2992 labels, into your printer according to the printer's instructions for 4"x6" printing. Depending on your printer, the labels may need to be loaded either face up or face down.
10. To print, select "**File**" then "**Print**". Select the correct printer you will be using. Select properties of the printer to be sure they are set to 4"x6" paper and any other desired settings. Click "**Ok**" to start printing.

ADHERING LABEL TO CARD

1. Take your Power LogOn smartcard and check that the white side of the card is clean of oils and dirt. Clean the card if necessary with mild detergent and a clean cloth.
2. Read the entire instructions on the label borders before peeling the label from its protective backing.
3. Do **NOT** place the label on the same side as the gold module. For the Power LogOn smartcard to work, the gold module must NOT be covered.
4. Peel off the printed label at the “Lift Here” arrow. The protective inner backing will peel off with the label.
5. Position and align the straight, non-tab edge directly onto the edge of the card. Press down on the edge to attach the label to the card.
6. Lift tab. Remove the protective inner backing and slowly roll label back onto the card and press firmly in place.

NOTE: To change the label, always remove the old label first. More than one label on the card will make the card too thick to insert into the reader.

SAFEHOUSE™ FIRST TIME USE

1. If you have already saved the SafeHouse password onto your Power LogOn smartcard, simply double click on the SafeHouse system tray icon and Power LogOn will do the rest.
2. Your new drive will open. Any documents or files that are now saved in this drive will be fully encrypted when the drive is closed. When open, it acts like any other drive and can be accessed by any application.
3. To close the SafeHouse drive, you can:
 - a. Click the “Unmap Volume” icon on the desktop.
 - b. Right click on the SafeHouse system tray icon and choose “Unmap...”.
 - c. Configure Power LogOn to log the user off or shut down the system when the card is pulled (Click menu: Settings – Logon to Windows).
 - d. Turn off your computer.
4. If SafeHouse drive is closed and an application requests a stored file, the application will not be able to access the file. You must have the SafeHouse drive decrypted first.

5. To purchase a full version of SafeHouse, double click the “Purchase SafeHouse Today” icon on your desktop. Or, right click on the SafeHouse system tray icon, select “**Properties...**”, click the “**About**” tab, and click “**Purchase Now**” button.

Lost, Stolen or Damaged Card Recovery

NOTE: To recreate a card, you would have to have backed up the card’s data onto a server, memory stick, floppy disk, or whatever storage media you preferred.

NEEDED INFORMATION AND FILES

1. User Name, Password and Domain if Windows is configured with password security logon
2. Card’s backup data file
3. Password to your card’s backup data file
4. Extra card (purchase new or replacement cards at www.access-smart.com)

RESTORING A CARD

1. Manually log into your computer or network using your Windows’ User Name, Password and Domain – if required.
2. Insert a new card into your Access Smart smartcard reader. Default PIN for a new card is 12345.
3. Launch Power LogOn Password Manager application, and click **Utilities, Backup/Restore**, and **Restore** tab.
4. Select the location and card data file you will be restoring onto the card. Click “**Restore**” and answer the warning screens accordingly.
5. Type in the Password to the backup data file and click “**OK**”.
6. The card will be restored with all the passwords and settings from your last back-up.

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